



## ALABAMA DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

# PROSPECTIVE COMMUNITY PROVIDER CERTIFICATION ORIENTATION

## ORIENTATION INFORMATION

This mandatory training is an essential step to becoming a community service provider if you are offering or preparing to provide services to persons with mental illness, mental retardation, or substance abuse disorders in your community. According to the Alabama Administrative Code, the Alabama Department of Mental Health and Mental Retardation (DMH/MR) is responsible for:

- Establishing and implementing quality standards to assure the safety and wellbeing of persons with mental illness, mental retardation, or substance abuse disorders,
- Certifying community providers and/or facilities that provide mental health, mental retardation, and substance abuse services for its residents/patients/clients, and
- Enforcing standards for mental health, mental retardation, and substance abuse services, as well as life safety provisions.

Our certification program provides “prospective community providers” the opportunity to increase their knowledge of the mental health system in Alabama and provides a source of information beneficial to the certification processes and completion of the application. This forum is the place for open discussion about steps to become certified, life safety issues, and background checks specifically. Our main objective is to provide an **open arena** for active interaction with prospective providers, to answers questions, and facilitate important discussion about our processes and your desire to become a provider.

This orientation program covers the certification process and provides:

- \* An outline of the roles and responsibilities, requirements, and standards for Provider Certification.
- \* Discussion on the scope and responsibility of your operation, including the standards and other regulatory requirements for the type of facility or operation.
- \* Information and instruction relative to required background checks conducted through our Office of Special Investigations. In order to be considered for community provider certification, you are required by law to undergo a criminal background check.

Participants will have an opportunity to obtain informational documents, brochures, and instructions about the Alabama Department of Mental Health and Mental Retardation, its certification requirements, expectations, and instruction on how to initiate and complete the certification process. Participants will also have an opportunity to talk one-on-one with a certification specialist when time permits. This training also serves as the ONLY distribution point for obtaining applications and other forms you will need. **You must participate in this orientation process in order to obtain an application.** “Prospective Community Provider Orientation” is conducted by staff of the Alabama Department of Mental Health and Mental Retardation once each quarter.

## **TRAINING OBJECTIVES**

- To provide a basic understanding of the mental health system in Alabama,
- To provide a better understanding of certification requirements, and
- To help prospective providers understand their commitment.

**COST:** \$25.00 per person. (**Non-Refundable**)

**Due to limited space, seats will be filled on a “first-come, first-served” basis. Once all seats are filled, registration will be closed until the next quarterly session. It is to your advantage to register early – seats fill up quickly. The deadline for ALL registrations to be received in this office post-marked by the US Postal Service is ten days prior to the training date. Late registrations will not be accepted and will be returned to you.**

**A substitute may attend in your place if you are unable to attend the day of your CONFIRMED registration. Registration form and fee must be mailed via U.S. Postal Service. Faxed and emailed registration forms WILL NOT be accepted.**

**Participants will receive notification of either “CONFIRMATION” or “CLASS CLOSED” upon receipt of the required registration form and fee.**

**INSTRUCTORS:** Staff of the Alabama Department of Mental Health and Mental Retardation